



UNIQUE

CLERICAL CAREERS

Defense Intelligence Agency

The Mission

The Defense Intelligence Agency (DIA) was established in 1961. Its purpose: to meet the many intelligence requirements of the United States Department of Defense. Today, the Agency is the major organization for intelligence within the Department of Defense, serving as a central, responsive source of military intelligence data.

The DIA consists of a highly trained workforce of civilian and military professionals. These intelligence experts work with information which affects our national security. They collect, analyze, and evaluate a variety of important facts and figures. As a DIA employee, you will be responsible for supporting these individuals in many fascinating areas.

The Assignments

Defense Intelligence Agency has several convenient locations: Agency Headquarters in the Pentagon, offices in nearby Rosslyn, Virginia, or the Defense Intelligence Analysis Center at Bolling Air Force Base in Washington, D.C. Close to the Nation's Capital, you will enjoy all the excitement of Washington's many cultural, entertainment, recreational and educational facilities, as well as your choice of city, suburban, country or waterfront lifestyles. At all of our offices, you will have the chance to work with the latest equipment in pleasant, comfortable surroundings. Best of all, you will really enjoy your work.



Application for Federal Employment

(Formerly Personal Qualifications Statement)

Read the Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.**
- **TYPE OR PRINT CLEARLY IN DARK INK.** If you need more space for an answer, continue in item 47 on page 4 or use a sheet of paper the same size as this page. **On each sheet** write your name, Social Security Number, and the announcement number or job title. Attach all sheets to the application at the top of page 3.
- If you do not answer **all** questions fully and correctly, you may delay our review of your application and your job opportunity.
- Unless we ask for additional material in the announcement or qualification information, **do not attach** any materials, such as official position descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which we did not ask for may be removed from your application and will **not** be returned to you.
- We suggest that you **keep a copy** of this application for your use. If you plan to make copies of your application, we suggest you leave items **1, 2, 48, and 49** blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- **If you are applying for a specific Federal civil service examination** (whether or not a written test is required):
 - Read the announcement and other material provided. Make sure that your work experience *and*/or education meet the qualifications described.
 - Make sure that you are allowed to apply at this time. Civil service examinations may be closed to accept of new applications for specific types of jobs, grade levels, and/or geographic locations. Follow any directions on "How to Apply."
 - If a written test is required, follow the instructions on your admission card (for example, "Bring a completed SF 171 to the test").
 - If a written test is **not** required, mail this application to the address in the announcement.
- **If you are applying for a specific vacancy in a Federal agency:**
 - Study the vacancy announcement to make sure that you meet the qualifications for the job and are allowed to apply. Some jobs are limited to people who work for the Federal Government, have worked for the Federal Government in the past, or have an application on file with the Office of Personnel Management.
 - Mail this application to the address in the vacancy announcement.
 - Include all forms required by the announcement.
- If you change your address, notify all offices that have your application. Always include your Social Security Number.

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**

Privacy Act Statement

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of title 5 of the U.S. Code. Section 1304 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs. We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request.

DETACH THIS PAGE • NOTE ADDITIONAL WORK EXPERIENCE BLOCKS ON BACK

WORK EXPERIENCE If you have no work experience, write "NONE" in A below and go to 25 on page 3

- 23 May we see your present employer about your character qualifications and work record? A "YES" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.

- 24 READ WORK EXPERIENCE ON THE INSTRUCTION PAGE BEFORE YOU BEGIN.
 - Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years.
 - If you have held an job more than 10 years ago, list the dates and your addresses (if that time is 47). Do not list employment that was more than 10 years ago.
 - If you were unemployed for longer than 3 months, list the dates and your addresses (if that time is 47). Do not list employment that was more than 10 years ago.

A	Name and address of employer's organization (include ZIP Code, if known)	Date employed (give month and year)	Average number of hours per week
		From To	
	Exact title of your job	Your immediate supervisor	Place of employment
		Name Area Code Telephone Number	City State
	Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military), list series, grade or rank, and the date of your last promotion	Number and job titles of any employees you supervised

Description of work. Describe your specific duties, responsibilities and accomplishments in this job. If you describe more than one type of work (for example, carpentry and painting), or personnel and budget, write the approximate percentage of time you spent doing each.

B	Name and address of employer's organization (include ZIP Code, if known)	Date employed (give month and year)	Average number of hours per week
	Exact title of your job	Your immediate supervisor	Place of employment
		Name Area Code Telephone Number	City State
	Kind of business or organization (manufacturing, accounting, social service, etc.)	If Federal employment (civilian or military), list series, grade or rank, and the date of your last promotion	Number and job titles of any employees you supervised

Page 2 FOR MORE EXPERIENCE BLOCKS SEE SF 171-A ON BACK OF INSTRUCTION PAGE

ATTACH ANY ADDITIONAL FORMS AND SHEETS HERE

EDUCATION	
25 Did you graduate from high school? If you have a GED (high school equivalency) or were graduate within the past five months, answer "YES".	
YES If "YES", give month and year of graduation.	
NO If "NO", give the highest grade you completed.	
26 Write the name and location (city and state) of the last high school you attended.	
27 Have you ever attended college or graduate school? YES If "YES", continue with 28. NO If "NO", go to 31.	
28 NAME AND LOCATION (city, state and ZIP code) OF COLLEGE OR UNIVERSITY. If you expect to graduate within nine months, give the month and year you expect to receive your degree.	
29 CHEF UNDERGRADUATE SUBJECTS Show major on the first line.	
30 CHEF GRADUATE SUBJECTS Show major on the first line.	
31 Have you completed any other courses or training related to the kind of job you are applying for (for example, trade, vocational, Armed Forces, or business)? YES If "YES", give the information requested below. (More courses—Use a sheet of paper). NO If "NO", go to 32.	
32 SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS List your special qualifications, skills or accomplishments that may help you get a job. Some examples are skills with machines, most important publications (do not submit copies), public speaking and writing experience, membership in professional or scientific societies, patents or inventions, etc.	

33 Have these awards ever been given to you? YES If "YES", list the award.	34 List job-related licenses or certificates that you have, such as: registered nurse, driver's license, etc.
35 List three people who are not related to you and who know your qualifications and fitness for the kind of jobs for which you are applying. Do not list supervisors you listed under 24.	

REFERENCES

1	FULL NAME OF REFERENCE	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and ZIP code)	TELEPHONE NUMBER(S) (Include area code)	BUSINESS OR OCCUPATION
2				
3				

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DEPARTMENT OF DEFENSE
DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D.C. 20340

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 12964 WASHINGTON, D.C.

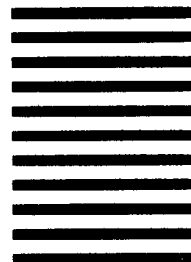
POSTAGE WILL BE PAID BY ADDRESSEE

DEPARTMENT OF DEFENSE

ATTN:

DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340 - 3042



Dear Applicant:

For a list of job openings, please feel
free to call our Vacancy Announcement Number.

If you have any questions, please call
the Personnel Department at the Defense
Intelligence Agency.

Vacancy Announcement # 373-2700
DIA Personnel # 373-2628

Area Code 202



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



SPECIAL EMPLOYMENT CRITERIA

As an applicant for employment in the Defense Intelligence Agency, it is imperative that you are made aware of and fully understand the special employment criteria associated with employment in the Agency.

The DIA mission is one of paramount importance to the security and defense of the United States. As a key component of the U.S. Intelligence Community, the Agency is primarily responsible for meeting the foreign military and military-related intelligence requirements of the National Command Authorities (President, Vice President, National Security Council, etc.), the Secretary of Defense, the Joint Chiefs of Staff, and the Unified & Specified Commands worldwide.

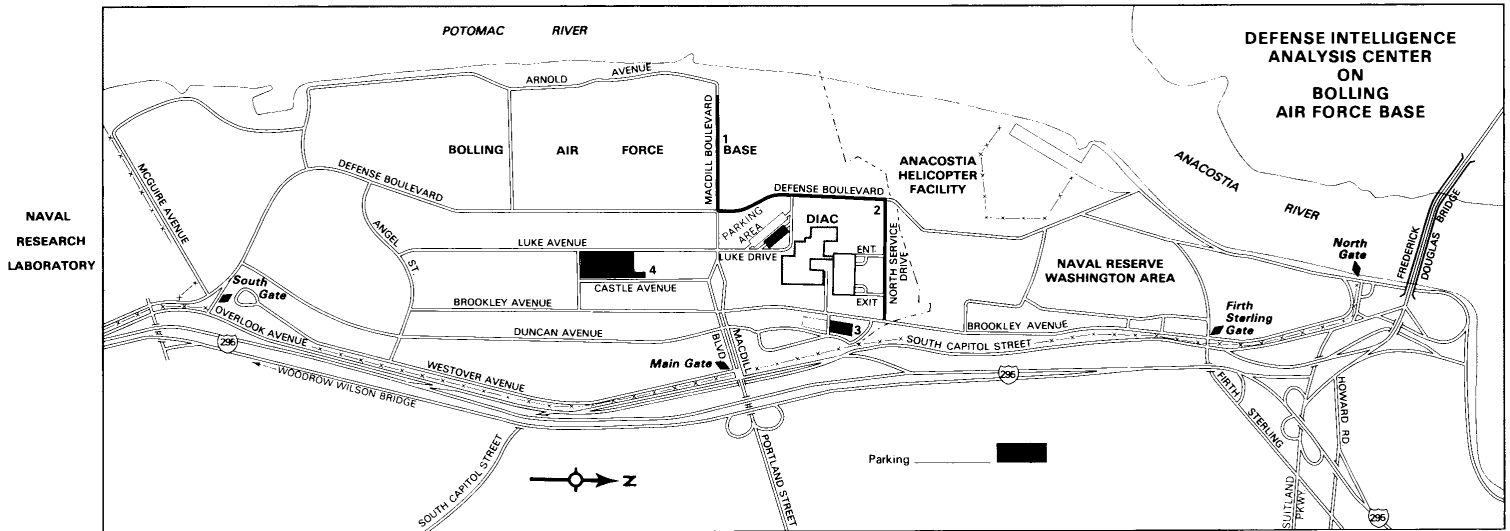
Employees of the DIA are thus key contributors to the management and production of intelligence information which directly influences the formulation and execution of this Nation's foreign and defense policies. Conducted in a state-of-the-art facility, the work presents a unique opportunity to personally contribute to the national defense and provides exceptionally challenging career opportunities which few other employers in Government or the private sector can match.

However, because of the unique nature of the mission, the DIA work environment requires that employees meet the rigid security requirements for access to Sensitive Compartmented Information. This requirement mandates that employees meet and maintain the highest levels of personal honesty and integrity. Accordingly, you should be aware that, as an applicant to and prospective employee of the Agency, the following special employment criteria are governing for initial and continued employment in the Defense Intelligence Agency:

- Employment is subject to completion of a detailed background investigation to insure compliance with the Agency's special employment criteria. All statements and claims made in employment application and security forms are subject to investigative verification. Intentional misstatement of or withholding of information during initial personnel and security processing may preclude employment.
- All employees are subject to periodic reinvestigation to insure continued compliance with the Agency's special employment criteria.
- Your character, conduct, and discretion must be above reproach and you must have unquestioned loyalty to the United States.
- You and members of your immediate family shall be U.S. citizens.
- Marriage to a foreign national will preclude employment with DIA. If, after employment, you marry a foreign national, termination of employment may be effected.
- No member of your immediate family and no one to whom you may have ties of affection, kinship, or obligation shall be of dubious loyalty to the United States nor be a citizen and resident of a foreign country.

- All employees are required to immediately report any significant changes in personal status that could affect their eligibility for access to Sensitive Compartmented Information, any travel to a foreign country, any contacts with citizens of a hostile country, and any arrest or court actions other than minor traffic violations.
- All employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. An agreement is also required to authorize Agency pre-publication review of certain material prior to disclosure during and after employment with the DIA.
- Applicants and employees may be subject to an initial and periodic polygraph examination.
- As Federal drug testing programs are instituted and implemented, applicants and employees may be subject to drug testing.

DEFENSE INTELLIGENCE ANALYSIS CENTER (DIAC)



DIRECTIONS

Proceeding north on I-295, take the Portland Street exit to Bolling AFB. Inside Bolling, Portland Street becomes MacDill Boulevard. Continue on MacDill Boulevard to Luke Avenue and turn right on Luke (for visitor parking and the visitor entrance). Proceeding south on I-295, take Portland Street exit to Bolling AFB and the same directions as above. For those coming south across the South Capitol (Frederick Douglass) Bridge, proceed on South Capitol Street and exit at the Firth Sterling Street gate or proceed on to the main gate at Portland Street.

PARKING

Visitor parking is permitted in the visitor entrance parking lot off Luke Avenue in front of the building, spaces 23-56 (3 hour limit).

Alternate visitor/employee parking areas:

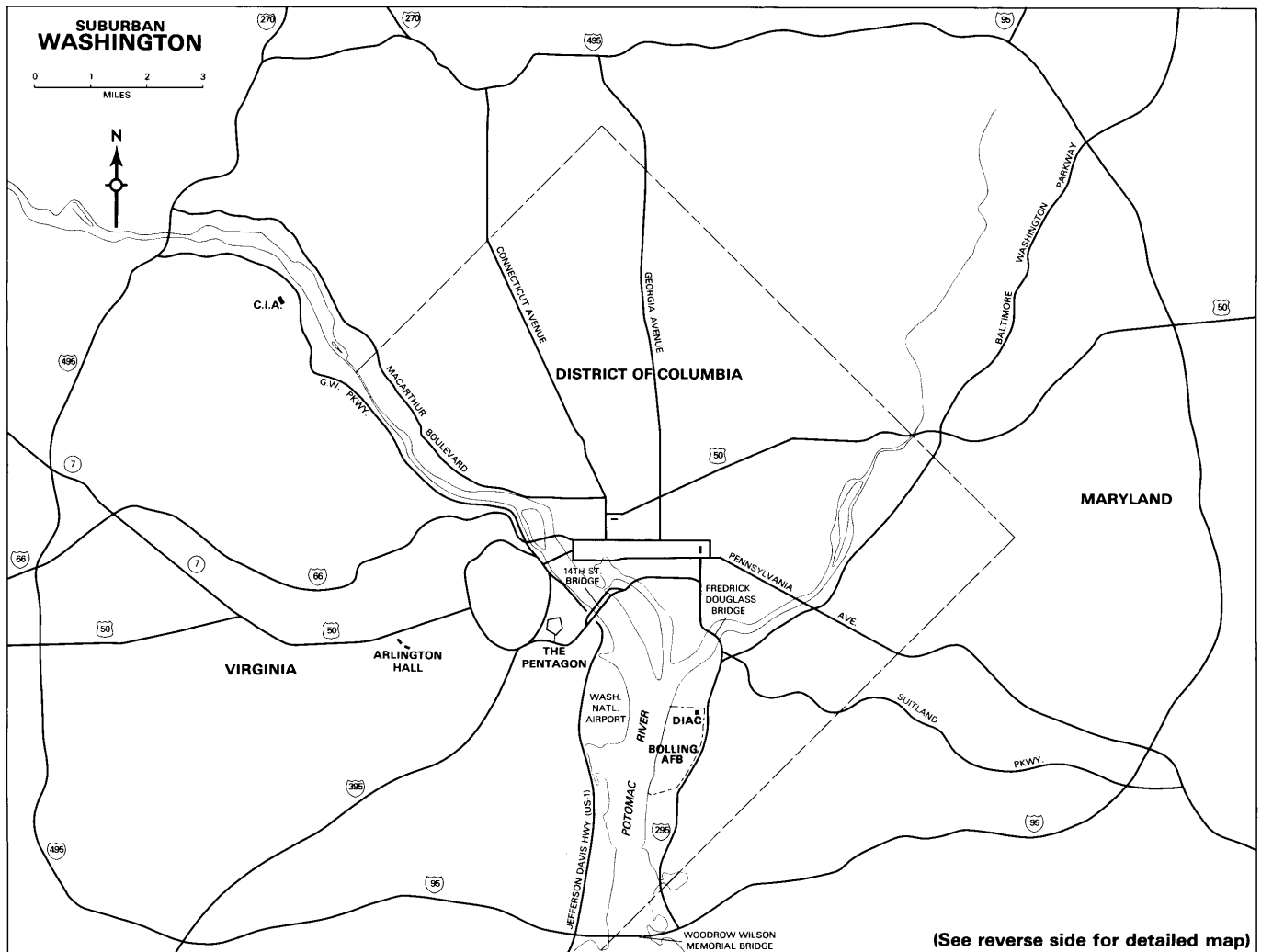
- *1. MacDill Blvd (in Front of Ball Fields Only)
- *2. Defense Blvd & North Service Drive
- *3. Honor Guard Lot
- 4. CE Hangar (Next to Building 5683)

*These Parking Areas Are Full By 0700 Hours
CAUTION: Do Not Park On Any Seeded Area Or
In Areas Designated For B Decals Only

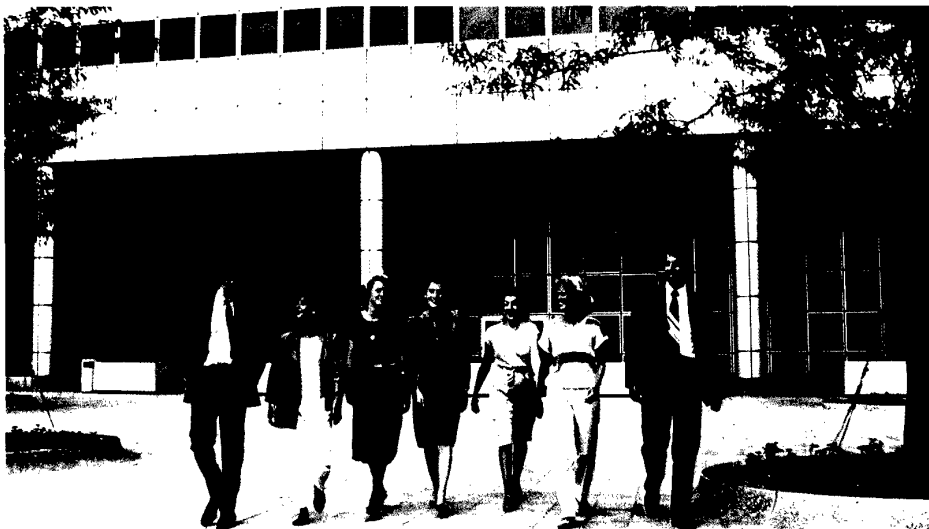
Violators Are Subject to a \$25.00 Fine and Booting

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**DEFENSE INTELLIGENCE AGENCY
DEFENSE INTELLIGENCE ANALYSIS CENTER (DIAC)
BOLLING AFB
WASHINGTON, D.C. 20340-0001**



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The Requirements

In order to be a DIA employee, you must meet certain criteria. First, you must be a United States citizen and a high school graduate. Second, you must pass the Agency typing or stenographer examination. And third, you must meet the standards of a thorough background inquiry, which requires three to four months for pre-employment processing. DIA positions are in the Excepted Service; Civil Service status is not required. The Agency has direct hiring authority.

Your career with the DIA will be exciting and rewarding. Our mission is unique, and you play an important role in our operations. While you earn, you will be performing a service vital to our country, and you will be rewarded on many levels. In short, it is a career that will make you proud. To apply, simply complete a Standard Form 171 "Personal Qualifications Statement," and mail it directly to:

Defense Intelligence Agency
Civilian Personnel Operations Division
(RHR-2)
Washington, D.C. 20301-6111

The Rewards

Depending upon your education and experience, starting salaries are normally between the GS-3 and GS-6 levels. Through additional experience, performance, and merit, you may earn regular salary increases. The DIA encourages career development and offers a number of "in-house" courses designed to develop your level of secretarial expertise as well as enhance promotion opportunities. In-service promotion, placement, and incentive awards programs all contribute to your personal and professional growth at the DIA.

As a permanent member of DIA, you are entitled to receive all Federal benefits. For example, all employees earn 13 days of sick leave each year, which accumulate without limitation. You will be paid for all Federal holidays every year, and in addition you will receive:

- 13 workdays of paid leave each year for the first three years of Federal service.
- 20 workdays of paid leave each year with 3-15 years of Federal service.
- 26 workdays of paid leave each year after 15 years of Federal service.

And you can take advantage of regular and optional low-cost group life insurance as an employee of the DIA. A variety of low-cost Group Hospitalization Plans are available to you as well. Both you and the Government contribute to the cost of health insurance, depending on the type of plan you select. In addition, well-equipped Civilian Health Services offices and medical staffs are at your disposal for treating emergency illnesses and injuries.

With regard to retirement benefits, Social Security (FICA) Coverage is extended to those first appointed to Federal service on or after January 1, 1984—and to former Federal employees who return to work with the Federal government after a break in service of more than 365 days. If your employment provides you with retirement under the Civil Service Retirement System, an additional amount of your base pay is deducted to cover your retirement benefits.

The Opportunities

Generally, your duties and responsibilities will depend upon the offices to which you are assigned. We operate on a regular 40-hour workweek, Monday through Friday. Occasionally, it may be necessary for you to work overtime to complete an important project.

Clerk Typist/ Stenographers

You will provide clerical support to professional, administrative and research personnel in a number of ways. You may handle correspondence and personal inquiries, maintain files and records, and perform other general secretarial and clerical tasks. As a stenographer, you will provide dictation services as well.

Word Processing Center Personnel

You will produce a variety of reports, studies, messages, and other correspondence using a text-editing typewriter in one of the DIA Word Processing Centers. Working with rough drafts, you will first view for errors in spelling, grammar, and punctuation. Then you will assemble the material into a professional, finished product. The DIA will provide you with all of the training and instruction you will need to operate a word processor.

Secretary

In this position, you will be responsible for providing a wide spectrum of secretarial and administrative support. Through your knowledge, skills and abilities, you will play a key role in the effective administrative management of your office as well as expand your skills and professional development to the maximum.

